

## **ENGINEERING AND RELATED SERVICES**

**March 5, 2010**

**STATE PROJECT NO. 700-99-0537**

**RETAINER CONTRACT FOR**

**SUBSURFACE UTILITY ENGINEERING SERVICES**

**STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

**Project Manager** – Ms. JoAnn Kurts, P.E.

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

### **PROJECT DESCRIPTION**

The selected Consultant will perform engineering and related services for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

The Consultant/Team shall provide accuracy and economy in project-driven utility inventories, conflict assessment, and relocations, through the application of Technologies that are not otherwise readily available to the DOTD, and to enable the DOTD to assign various tasks such as utility coordination, utility relocation design, cost estimating, agreement development, etc., on statewide projects using Subsurface Utility Engineering (SUE).

### **Definitions and Terms:**

**Utility Quality Level:** A professional opinion of the quality and reliability of utility information. Such reliability is determined by the means and methods of the professional.

**QL A:** Utility Quality Level A. Indicates the precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point.

QL B: Utility Quality Level B. Indicates information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities.

QL C: Utility Quality Level C. Indicates information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating such information to QL D information.

QL D: Utility Quality Level D. Indicates information derived from existing records and oral recollections.

Subsurface Utility Engineering (SUE): A branch of engineering practice that involves managing certain risks associated with utility mapping at appropriate quality levels, utility coordination, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates, implementation of utility accommodation policies, and utility design.

Louisiana One Call: Utility Notification Center of Louisiana.

## **SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following:

### **I. General**

#### **A. Work Standards**

Except as may be modified or specified herein, or otherwise approved by the DOTD, the collection and depiction of information, and any required submittals, shall conform to the applicable provisions of CI/ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." A copy may be obtained from the American Society of Civil Engineers at [www.asce.org](http://www.asce.org).

#### **B. Certification**

The Consultant's Professional Engineer or Professional Land Surveyor in responsible charge of the work shall perform a final review of, seal, and sign all applicable submittals, including but not limited to original field notes and sketches (or copies of same if approved by the DOTD), hard copies of electronic data, and plan drawings.

#### **C. Electronic Data**

1. The Consultant's selected hardware and software, methodology, and format for deliverables, shall conform to the applicable requirements of the DOTD Survey and/or Manuals, or shall be as otherwise directed or approved by the DOTD.
2. The Consultant shall contact the Project Manager, prior to creating any electronic data, to verify the current collection and submission requirements.

3. The Consultant shall identify each unit of magnetic media submitted, with adhesive labels affixed to the media and containing identifying and archival information prescribed by the Project Manager.
4. A letter must accompany the magnetic media and shall contain the same information as required to be affixed to the media, and shall also contain a description of the software utilized.

## **II. Miscellaneous Tasks**

### **A. Training and Orientation**

Assist the DOTD in conducting training and orientation sessions for interested parties. A training session will cover such items as available services, detection and excavation technology, project deliverables, and task order development.

### **B. Scoping Assistance for Task Orders**

Assist the DOTD in developing the scope of work for a subsequent task order by assessing project SUE needs, generating alternatives, and/or making recommendations.

### **C. Work Plan and Schedule**

Develop a detailed work plan and schedule of activities showing conformance to the work requirements and time constraints imposed by the task order; and obtain DOTD's approval of said work plan prior to commencing work.

### **D. Mobilization**

1. Deploy necessary personnel, equipment, and supplies from the Consultant's central location to the work site, in preparation for the work.
2. Unless otherwise approved by the DOTD, the Consultant shall not be compensated for more than one mobilization per task.

### **E. Traffic Control**

1. Whenever the work will affect the movement of traffic or traffic safety, provide traffic control and utilize traffic control devices in conformance with the MUTCD, and the Louisiana Supplement thereto adopted pursuant to L.R.S. 42-4-104.
2. Traffic Control shall be directed by a worksite traffic supervisor certified by the American Traffic Safety Services Association (ATSSA), or the Louisiana Contractors Association (CCA).
3. The Consultant's Traffic Control Plan (TCP) and Method(s) of Handling Traffic (MHT(s)) shall be subject to acceptance by the DOTD prior to commencing work.

### **F. Permits and Rights of Entry**

1. The Consultant shall obtain all necessary permits from the DOTD and/or local jurisdictions to allow work within public rights-of-way.
2. If work must be performed on private property, the Consultant shall obtain written permission from the property owner for the Consultant and DOTD

to enter the premises, including names and telephone numbers of contact persons should notification prior to entry be necessary.

3. Work on DOTD rights-of-way may require a Special Use Permit or similar authorization, which will prescribe necessary conditions and controls. The DOTD Project Manager will provide liaison between the Consultant and the involved DOTD permit office.

G. Condition Assessments

1. Perform interior pipe wall inspections and/or thickness tests of existing buried utility lines, utilizing video, ultrasonic, and/or visual techniques as appropriate.

H. Aerial or Ground-Mounted Utility Facilities

1. If specified by DOTD, Quality Level D or C services as further described herein shall include records research, identification, surveying, correlation, and/or depiction of aerial or ground-mounted utilities, notwithstanding that such surface features may not be associated with an existing subsurface utility line or system.

I. Unknown Lines

1. If, when performing an assigned task, the Consultant detects line(s) of unknown function, status, or ownership, the Consultant shall obtain, record, and depict information on such line(s) to a quality level that is commensurate with that of the original assigned task.

**III. Project Utility Coordination/Design Tasks**

A. Project Meetings, Site Reviews

1. Attend project meetings and/or site reviews with DOTD staff and/or other involved parties.
2. Record and report on proceedings.
3. Attend weekly/biweekly meetings between the DOTD and the contractor when the project goes to construction.

B. Preconstruction Utility Coordination

Coordination activities include but are not limited to:

1. Implement and comply with established DOTD project utility coordination procedures.
2. Notify and furnish preliminary project data to involved utility owners.
3. Provide liaison among DOTD, utility owners, and other involved parties.
4. Schedule and conduct coordination meetings and field reviews with utility owners.
5. Identify and coordinate the resolution or mitigation of utility conflicts.
6. Determine financial responsibility for utility relocation costs.

7. Negotiate and secure utility relocation agreements, owner commitments, or sign-offs.
  8. Facilitate the incorporation of existing/proposed utility facility information into project plans.
  9. Prepare project contract documents describing utility activities and utility/contractor coordination requirements.
  10. Prepare project utility clearance documents certifying that all utility work has been completed, or that all necessary arrangements have been made for the work to be properly coordinated with the highway construction project.
- C. Conflict Assessment, Development of Alternatives, Cost Estimates
1. Work with DOTD and utility owners to determine conflict points between planned construction and existing or planned utility facilities.
  2. Develop and make recommendations on relocation alternatives, with emphasis on cost effectiveness and on minimizing conflicts.
  3. Develop or facilitate comparative cost estimates.
- D. Utility Design
1. Subject to owners' approval, design and prepare plans and specifications for utility facilities to be relocated or installed on the DOTD project.
  2. Incorporate utility design information into project plans and furnish documentation to DOTD and/or utility owners as needed.
  3. Comply with applicable DOTD and/or utility design standards and DOTD utility accommodation policies.
- E. Construction Coordination and Monitoring
1. Provide liaison among DOTD, construction contractors, and utility owners in the coordination, scheduling, and performance of utility work.
  2. Monitor and report on utility relocation or installation work.
  3. Determine and ensure compliance with construction plans, specifications, and schedules.
  4. Negotiate field changes as conditions warrant.
  5. Prepare as-built documentation and quantities.

#### **IV. Quality Level D Tasks**

- A. Records and Information Research
1. Conduct appropriate investigations (e.g., owner records, DOTD records, Louisiana One Call records, Parish records, personal interviews, visual inspections, etc.), to help identify utility owners that may have facilities within the project limits or that may be affected by the project.
- B. Records Collection
1. Collect applicable records (e.g., utility owner base maps, "as-built" or record drawings, permit records, field notes, geographic information

system data, oral histories, etc.), on the existence and approximate location of existing involved utilities.

C. Records Review

1. Review records for: evidence or indication of additional available records; duplicate or conflicting information; need for clarification.

D. Aerial or Ground-Mounted Facilities

1. Include records research, identification, and depiction of aerial or ground-mounted utility facilities in QL D tasks if specified.

E. Compilation and Presentation of Data

1. Transfer information on all involved utilities to appropriate plan sheets, electronic files, and/or other documents as required or directed by DOTD.
2. Exercise professional judgment to resolve conflicting information.
3. For information depicted, indicate: utility type and ownership; date of depiction; quality level(s); end points of any utility data; line status (e.g., active, abandoned, out of service); line size and condition; number of jointly buried cables; and encasement.

**V. Quality Level C Tasks**

A. Inclusive of QL D Tasks

1. Perform tasks as described for QL D. There is no prescribed order in which QL D and C tasks must be performed.

B. Identification of Surface Utility Features

1. Identify surface features, from project topographic data (if available) and from field observations that are surface appurtenances of subsurface utilities.

C. Aerial or Ground-Mounted Facilities

1. Include survey and correlation of aerial or ground-mounted utility facilities in QL C tasks if specified.

D. Surveys

1. Survey surface features of subsurface utility facilities or systems, if such features have not already been surveyed by a Registered Professional. If previously surveyed, check survey data for accuracy and completeness.
2. The survey shall also include (in addition to subsurface utility features visible at the ground surface): determination of invert elevations of any manholes and vaults; sketches showing interior dimensions and line connections of such manholes and faults; any surface markings denoting subsurface utilities, furnished by utility owners for design purposes.

- E. Confined Space Procedures
  - 1. Whenever the work requires the entry of personnel into confined spaces (including but not limited to manholes, vaults, and pipes), comply with applicable OSHA (Occupational Safety and Health Administration, U.S. Department of Labor) procedures and requirements.
- F. Correlation, Interpretation, and Presentation of Data; Resolution of Discrepancies
  - 1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
  - 2. Update (or prepare) plan sheets, electronic files, and/or other documents to reflect the integration of QL D and QL C information.
  - 3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
  - 4. As appropriate, amend the indicated quality level of depicted information.

## **VI. Quality Level B Tasks**

- A. Inclusive of QL C Tasks
  - 1. Perform tasks as described for QL C. There is no prescribed order in which QL C and B tasks must be performed.
- B. Line Detection and Marking
  - 1. Select and apply appropriate surface geophysical method(s) to search for and detect subsurface utilities within the project limits, and/or to trace a particular utility line or system.
  - 2. Based on an interpretation of data, mark the indications of utilities on the ground surface, for subsequent survey. Utilize paint or other method acceptable to DOTD for marking of lines.
  - 3. Utilize the uniform color code of the American Public Works Association for marking of utilities.
  - 4. Unless otherwise directed, mark centerline of single-conduit lines, and outside edges of multi-conduit systems.
  - 5. Unless otherwise approved, maintain horizontal accuracy of +/- 1.5 feet (450 mm) in the marking of lines.
  - 6. As an alternative to the physical marking of lines, the Consultant may, with DOTD's approval, utilize other means of data collection, storage, retrieval, and reduction that enables the correlation of surface geophysical data to the project's survey control.
- C. Surveys
  - 1. Survey all markings that indicate the presence of a subsurface utility.
  - 2. Perform surveys to a horizontal accuracy consistent with applicable DOTD survey standards. Reference surveys to the project's survey control.

3. If requested, record depth information as may be indicated by the particular detection method used.
- D. Correlation, Interpretation, and Presentation of Data; Resolution of Discrepancies
1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
  2. Update (or prepare) plan sheets, electronic files, and/or other documents to reflect the integration of QL D, QL C, and QL B information.
  3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
  4. As appropriate, amend the indicated quality level of depicted information.

## **VII. Quality Level A Tasks**

- A. Inclusive of QL B Tasks
1. Perform tasks as described for QL B. There is no prescribed order in which QL B and QL A tasks must be performed.
- B. Selection of Test Locations
1. DOTD may require QL A data where the precise horizontal and vertical location of utilities, obtained by exposure and survey of the utility at specific points, is needed for conflict assessment/resolution purposes.
  2. The Consultant may recommend test locations based on the requirements of the project and on existing subsurface utility information.
- C. Selection of Method
1. When available, verifiable information on previously exposed and surveyed utilities (such as survey records during utility line construction) shall be furnished in lieu of new excavation, exposure, and survey at that same point, or at a suitable nearby point.
  2. Otherwise, when utility lines must be exposed and surveyed at specified locations, the Consultant Shall use minimally intrusive excavation techniques, acceptable to DOTD, that ensure the safety of the excavation, the integrity of the utility line to be measured, and that of other lines which may be encountered during excavation.
  3. DOTD intends that excavation shall be by means of air or water-assisted vacuum excavation equipment manufactured specifically for the purpose. Provided, however, that approval of water-assisted vacuum excavation may be subject to additional findings by DOTD that such method poses minimal risk of damage to the highway facility or utility lines.



- D. Compliance with the Louisiana One Call Requirements
1. The Consultant shall comply with all applicable provisions of Article 1.5 of Title 9, L.R.S., entitled “Excavation Requirements”, when planning or performing excavations at utility test hole sites.
  2. Compliance actions include, but are not limited to: notify owners or operators of underground utility facilities at least two business days prior (not including the day of actual notice) to making or beginning excavations in the vicinity of such facilities; contact the Louisiana One Call at (225) 275-3700, for the marking of member utilities; contact non-member utilities directly; coordinate with utility owner representatives as required for inspection or other on-site assistance; immediately cease excavation work and report any resultant utility line damage to owner.
- E. Excavation of Test Holes
1. Clear the test hole area of surface debris.
  2. In Paved areas, neatly cut and remove existing pavement, which cut shall not exceed 225 square inches (0.15 square meters), unless otherwise approved.
  3. Excavate the test hole by the method(s) acceptable to DOTD and to the standards set forth herein (see also “Selection of Method” above). The nominal diameter of the test hole shall not exceed 15 inches (375 mm) unless otherwise approved.
  4. Expose the utility only to the extent required for identification and data collection purposes.
  5. Avoid damage to lines, wrappings, coatings, cathodic protection or other protective coverings and features.
  6. Hand-dig as needed to supplement mechanical excavation and to ensure safety.
  7. Revise the test hole location as necessary to positively expose the utility.
  8. Store excavated material for re-use or disposal, as appropriate.
- F. Collection, Recording, and Presentation of Data
- Measure and/or record the following information on an appropriately formatted test hole data sheet that has been sealed and dated by the Consultant:
1. Elevation of top and/or bottom of the utility tied to the project datum, to a vertical accuracy of +/- 0.05 feet (15 mm).
  2. Elevation of existing grade over utility at test hole.
  3. Horizontal location referenced to project coordinate datum, to a horizontal accuracy consistent with applicable DOTD survey standards.
  4. Field sketch showing horizontal location referenced to a minimum of three swing ties to physical structures existing in the field and shown on the project plans.
  5. Approximate centerline bearing of utility line.
  6. Outside diameter of pipe, width of duct banks, and configuration of non-encased multi-conduit systems.
  7. Utility structure material composition, when reasonably ascertainable.

8. Identity of benchmarks used to determine elevations.
  9. Utility facility condition.
  10. Pavement thickness and type when applicable.
  11. Soil type and site conditions.
  12. Identity of utility owner/operator.
  13. Other pertinent information as is reasonable ascertainable from test hole.
- G. Site Restoration
1. Replace bedding material around exposed utility lines in accordance with owner's specifications or as otherwise directed or approved.
  2. Backfill and compact the excavation in a manner acceptable to DOTD. If approved, re-use excavated material with approved moisture/density control.
  3. Install color-coded warning ribbon within the backfill area and directly above the utility line.
  4. As applicable, provide permanent pavement restoration within the limits of the original cut using materials, compaction, and pavement thickness acceptable to DOTD.
  5. Repair or replace backfill or pavement that fails (i.e., subsidence and/or loss of pavement material) within two years of the original restoration work.
  6. For excavations in unpaved areas, restore disturbed area as nearly as practicable to pre-existing conditions.
  7. Furnish and install permanent surface marker (e.g., P.K. nail, peg, steel pin, or hub) directly above the centerline of the structure and record the elevation of the marker.
- H. Interpretation of Data and Resolution of Discrepancies
1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
  2. Update plan/profile sheets, electronic files, and/or other documents to reflect the integration of QL D, QL C, QL B, and QL A information.
  3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
  4. As appropriate, amend the indicated quality level of depicted information.

#### **ITEMS TO BE PROVIDED BY DOTD**

1. Copies of applicable "as constructed" plans showing information pertinent to the work.
2. Information, if known, on involved utilities, such as owner name, contact person, permit records, or utility maps; provided, however, that the DOTD does not warrant the accuracy or completeness of such information.
3. Prints or electronic files of project plans, profiles, cross sections, details or correspondence pertinent to the work (if available).

4. Alignment, centerline, profile, and survey control data (if available).
5. Liaison with utility owners and property owners as necessary to facilitate the Consultant's access to pertinent records or property.

## **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order, or a lump sum compensation.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$5,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

For Billable Rate Task Orders, all travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

## **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

## **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a Responsible Member of the Prime Consultant must be a Professional Civil Engineer with at least five years experience in Subsurface Utility Engineering (SUE) registered in the State of Louisiana.
3. In addition to the above requirements, the Prime Consultant must employ on a full time basis a minimum of one Professional Civil Engineer registered in the state of Louisiana, with at least three years experience as a Responsible Member in the design of Transportation Facilities using Subsurface Utility Engineering (SUE), and a corresponding support staff.
4. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Registered Professional Land Surveyor, and a corresponding support staff.

**Please include contact persons and telephone numbers to verify SUE experience in Section 14 of the S.F. 24-102.**

## EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*\*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. \*

\*All respondents will receive a 4 for this category.

\*\*The overall composite performance rating will be used for this project.

Complexity level: complex

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Edward R. Wedge – Ex officio
2. Ms. JoAnn Kurts – Project Manager
3. Trey Jesclard
4. Ronnie Dupont
5. Jeff Burst
6. Eric Lanier

### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public

Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. 700-99-0537, and will be submitted **prior to 3:00 p.m. CST on Monday, March 22, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Edward R. Wedge, III, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1989

## **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.